

VISTA UNIFIED SCHOOL DISTRICT
Classified Human Resources
1234 Arcadia Avenue, Vista, CA 92084

Unadopted Minutes of the
Personnel Commission Meeting on
December 12, 2017

MEMBERS
PRESENT: Glen Hampton
Donald LeMay
Teri Minoux

STAFF
PRESENT: Alaina Reede
William Meni
Ellen Luckow
Bryanna Evans
Irene Young

OTHERS PRESENT: Marie Hovel, Alicia Evilsizer, Mary Trompeter-Ermis, Tara Biancamano, Brock Smith, Cheri Borger

CALL TO ORDER:

The meeting was called to order at 3:30 p.m. followed by the Pledge of Allegiance.

APPROVAL OF THE UNADOPTED MINUTES OF THE REGULAR MEETING ON NOVEMBER 14, 2017:

*M/S Mr. LeMay /Mr. Hampton moved to approve the minutes.

The motion was approved, with Ms. Minoux abstaining.

2016-17 ANNUAL REPORT OF THE PERSONNEL COMMISSION:

Ms. Reede presented the Annual Report of the Personnel Commission.

DISCUSSION:

Mr. Hampton appreciated the annual report that Ms. Reede provided stating he was very impressed and wanted to commend the staff for their extremely hard work. Ms. Reede explained that she would be presenting the Annual Report to the Board of Trustees on January 18, 2018, and pamphlets will go to the Board Members and school sites.

*M/S Ms. Minoux/Mr. LeMay moved to approve the 2016-17 Annual Report of the Personnel Commission.

The motion was unanimously approved.

REVISED CLASSIFICATION – BILINGUAL TESTING ASSISTANT:

There is one incumbent in this job classification and one vacancy. Ms. Reede explained that she met with the incumbent and Linda Guerrero, Director of English Language Development to discuss the revisions. The classification was last revised in 2009. The proposed revisions to the classification description clarify the purpose of the position, the essential duties, and the skills, knowledge, abilities, and responsibilities of incumbents, but do not add additional duties not currently being performed by incumbents. Therefore, no changes to the salary schedule placement are being recommended. The revised classification has been reviewed and is supported by the incumbent, Ms. Guerrero, Cabinet, and CSEA.

DISCUSSION:

Mr. LeMay questioned the fact that the District only has one incumbent, but has such a great need for bilingual testing. Ms. Reede explained that incumbents in this classification administer tests to students that do not speak English at home. She also stated that the tests are not administered in Spanish as they are used to determine the student's levels of English.

*M/S – indicates who motioned for approval followed by the person who seconded the motion.

*M/S Ms. Minoux/Mr. LeMay moved to approve the revised classification – Bilingual Testing Assistant.

The motion was approved 2 to 1, with Ms. Minoux against.

NEW CLASSIFICATION – ADULT EDUCATION TESTING TECHNICIAN:

The need for an employee to administer and proctor certification examinations for adults, such as the CSET, GED, and HiSET has previously been handled by professional experts. When this was brought to the attention of the Business Services office and Human Relations, it was determined that examination proctors do not fall under the category of professional experts. No classification encompassing these duties currently exists.

The proposed classification of Adult Education Testing Technician would provide the District with a position responsible for performing technical and specialized activities related to administering, proctoring, and filing of examination information for adult school students and ensure compliance with examination, legal, and administrative requirements. This position would also be responsible for troubleshooting minor issues with computers and peripherals, local network connectivity, and examination website access. Ms. Reede recommends placement on Range 40 of the classified bargaining unit salary schedule as the position will be very independent and they will be required to troubleshoot issues with computers/peripherals.

The proposed classification has been reviewed and is supported by Elizabeth O’Shea-West, Vista Adult School Principal, Tara Biancamano, Vista Adult School Assistant Principals, Cabinet, and CSEA.

DISCUSSION:

Mr. Hampton asked how this position differs from the one just approved for revision. Ms. Reede stated that the positions are different. This position will not be working with children but rather adult students as well as troubleshooting technology. It is an equivalent salary but this person has to be trained to administer tests alone on site.

*M/S MS. Minoux/Mr. LeMay moved to approve the new classification – Adult Education Testing Technician.

The motion was approved 2 to 1, with Ms. Minoux against.

NEW CLASSIFICATION – SCHOOL AGE CHILD CARE SUPERVISOR:

The School Age Child Care Manager currently coordinates and manages 14 before and after school programs, including intersessions, with a staff of approximately 65 classified employees.

The proposed classification of School Age Child Care Supervisor would provide the District with a position responsible for assisting the manager with the administration of the before, after, and intersession programs. The position would assist in the coordination and monitoring of the assigned programs, manage financial and attendance information systems, ensure coverage at programs according to required ratios, and assist with the supervision, interviewing, training, support, and evaluation of the classified staff in the AM/PM program. No classification encompassing these duties currently exists.

Ms. Reede determined that the classification should be placed at Range 60 on the classified supervisory salary schedule, alongside other supervisory positions such as Grounds Supervisor, Child Nutrition Operations Supervisor, and Transportation Operations Supervisor.

The proposed classification has been reviewed and is supported by Cheri Borger, School Age Child Care Manager, and Cabinet.

*M/S – indicates who motioned for approval followed by the person who seconded the motion.

DISCUSSION:

Ms. Minoux asked if this classification could also act as a School Age Child Care Leader and Ms. Reede agreed and explained that Cheri Borger does that already and it is the last sentence of the job description. Ms. Minoux questioned whether the program has grown since the last layoffs. Ms. Borger stated that there are more students and positions, as well as four additional sites and the program has taken on four of the ASES grants. Ms. Borger explained that the program has gone from three-hundred kids to two-thousand. Ms. Reede stated that more staff is being hired as soon as they are eligible. Ms. Borger added that the program is completely funded by parent fees.

*M/S MS. Minoux/Mr. LeMay moved to approve the new classification – School Age Child Care Supervisor.

The motion was approved 2 to 1, with Ms. Minoux against.

NEW CLASSIFICATION – MAINTENANCE AND GROUNDS MANAGER:

At the end of the 2016-17 school year, the Operations Supervisor and Maintenance Supervisor retired from the District and the District reassigned some of the duties of those positions to the Executive Director of Facilities and Operations. The duties of the Maintenance Supervisor were taken on by the Grounds Supervisor, who has been working out of class as a Maintenance Manager, a classification that has been dormant for some time, and does not encompass the full scope of the duties being performed. No classification encompassing all of these duties currently exists.

The proposed classification of Maintenance and Grounds Manager would provide the District with a position responsible for coordinating and managing maintenance and grounds services, ensuring timely repair, servicing, and preventative maintenance in an efficient and cost effective manner, and interviewing, hiring, training, supporting, evaluating, and overseeing assigned personnel.

Ms. Reede determined that the classification should be placed at Range 20 on the classified management salary schedule.

The proposed classification specification has been reviewed and is supported by Donna Caperton, Assistant Superintendent of Business Services, Brock Smith, Executive Director of Facilities and Operations, and Cabinet.

DISCUSSION:

There was no discussion.

*M/S Mr. LeMay/Ms. Minoux moved to approve the new classification – Maintenance and Grounds Manager.

The motion was approved 2 to 1, with Ms. Minoux against.

ADVANCED STEP PLACEMENT:

*M/S Ms. Minoux/Mr. Lemay moved to approve the following advanced step placements:

<u>Employee Name</u>	<u>Empl ID</u>	<u>Classification</u>	<u>Requested Step</u>
Dominguez, Mari	616-513	School Age Child Activity Assistant	2
Huerta Smith, Martha	615-497	School Support Secretary II	2
Lopez, Samuel	343-140	Warehouse Worker/Delivery Driver	2
Molochko, Kari	613-839	Instructional Asst.-Behavioral Intervention	3
Neilson, Cathey	617-079	Special Education Assistant IV-SH/PH	2
Olivares, Angel	617-330	Custodian	2
Rodriguez, Janette	618-036	Special Education Assistant IV-SH/PH	3
Sorenson, Jill	601-219	Instructional Assistant II-LH/CH/RSP	2

*M/S – indicates who motioned for approval followed by the person who seconded the motion.

The motions were unanimously approved.

ELIGIBILITY LISTS:

*M/S Ms. Minoux/Mr. Lemay moved to approve the following Eligibility Lists:

FOR CERTIFICATION:

FOR RATIFICATION:

0085-17	Child Nutrition Services Assistant I	Continuous
0086-17	Campus Assistant II	Continuous
0087-17	Instructional Assistant – Behavioral Intervention	Continuous
0088-17	Senior Health Services Technician	Continuous
0089-17	Custodian	Continuous
0090-17	Plant Lead I	Open
0091-17	Special Education Assistant IV - SH/PH	Continuous

The motions were unanimously approved.

PROPOSED 2018 PERSONNEL COMMISSION MEETING DATES:

Ms. Reede presented proposed dates for the Personnel Commission meetings in 2018. She mentioned that the January meeting will be in the Curriculum and Instruction conference room, but all others will remain in the Board Room.

*M/S Mr. Le May/Ms. Minoux moved to approve the 2018 Personnel Commission Meeting Dates.

The motion was unanimously approved.

RECRUITMENT REPORT:

Mr. Meni stated that it has been four years in the making to have all the open recruitments filled and thanked all the classified human resources staff. Mr. Meni will be attending a job fair at City Hall in Vista tomorrow recruiting Veterans. He explained that with the school semesters beginning after the holidays, many more people may be interested in the part-time instructional assistant positions.

CSEA REPORT:

Marie Hovelin informed the Commission that she would like to begin with good news: nine more employees received the Classified Employee Teacher grants which means that about twenty classified employees from Vista Unified School District have been given grants in the last two years. Ms. Hovelin stated that the MOU for the bilingual stipend was voted on and passed. Ms. Hovelin explained that E-Board elections will occur on Monday evening and there are four executive positions to vote for.

Ms. Hovelin mentioned how disappointed she is that the new supervisory and management classifications were approved today. Ms. Hovelin stated that she is upset as there are still classified positions that have not been filled and there are still positions that are in a freeze and can't be filled.

DISTRICT REPORT:

None.

DIRECTOR'S REPORT:

Ms. Reede reported that the District has announced the selection of a new Superintendent, Dr. Linda Kimble, who will begin in January. Ms. Reede stated that Dr. Kimble will be invited to a future Personnel Commission meeting. Ms.

*M/S – indicates who motioned for approval followed by the person who seconded the motion.

Reede explained there were nine employees that met the qualifications for the Classified Employee Teacher grant and all nine received it. Ms. Reede expressed her excitement for those employees.

Ms. Reede stated that all employees stepped up for each other during the fires. The schools were closed on Friday and employees will be compensated for that day. Ms. Reede explained that she could not speak for anyone else as far as safe and/or lost homes but there was nothing to report at this time.

Ms. Reede announced that she will be presenting the 2016-17 Annual Report of the Personnel Commission at the Board Meeting on January 18, 2018. She explained that she is excited to be attending as many job fairs as possible to help with recruitment.

The classified professional development day will be held on Friday, January 12, 2018, at Vista High School. Mr. Meni will be teaching a class on applying, testing, transferring, and promoting, Ms. Reede will be teaching a class on the Merit system, and Ms. Minoux will be teaching a class on CalPERS retirement.

ITEMS FROM THE FLOOR:

None.

ITEMS FROM THE COMMISSION:

Ms. Minoux stated that she voted no on the revised classification and new classifications because there are classified employees waiting for the classification study to be completed. Ms. Minoux stated that the classification study should come first and she does not want the individuals here to take her vote personally.

Ms. Minoux also mentioned that she visited a district that is considering bringing in the Merit district. This district is having problems with cronyism and she stated it was a great reminder just why the merit system is needed. Ms. Minoux invited them to the California School Personnel Commissioners' Association (CSPCA) conference.

THE NEXT P.C. MEETING:

The next regular Personnel Commission Meeting is scheduled for Tuesday, January 23, 2018, at 3:30 pm.

CLOSED SESSION:

The Personnel Commission moved to closed session at 4:28 p.m. to present the annual evaluation of the Director of Classified Human Resources. The Personnel Commission returned to open session at 5:08 p.m.

No action was taken during closed session.

ADJOURNMENT:

The meeting was adjourned at 5:09 p.m.